



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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1. Application Date <b>January 27, 1975</b>	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE		
2. Agency Application No. <b>160</b>		Date Received <b>FEB 10 1975</b>	Application No. <b>75-12</b>	Date Completed <b>FEB 27 1975</b>
3. AGENCY, Division, Subdivision & Administering Office Address <b>Georgia Department of Agriculture Marketing Division Warehouse Section 19 Hunter Street, SW, Atlanta, Georgia 30334</b>		4. Person to Contact <b>Jack Hardin</b>		
		5. Working Title <b>Section Chief</b>	6. Tel. No. <b>656-3676</b>	

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest  
Dates of Series  
1954 to Date

9. Exact Series Title

INSPECTION REPORTS OF WAREHOUSE INVENTORY FILES

10. What is the function of the office in which this record series is created?

The Division provides services to improve marketing of Agriculture products, to find new outlets and uses for agricultural products, and to help promote Georgia products nationally and internationally. It regulates the warehouse storage facilities for agricultural products and inspects products for quality and quantity.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to the inspection of warehouse inventories of agricultural products other than tobacco.

Included are:

Warehouse Examiner's Cotton Inventory form which gives information as to the number of bales of cotton stored in a warehouse.

Warehouse Examiner's Reconciliation of Cotton Inventory Report.

Inspector's Report - providing information about the inventory of a warehouse as to kind and amount of agricultural products stored.

Files are arranged by Commodity Warehouse; thereunder, alphabetically by City; and thereunder, alphabetically by warehouse.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records			
Letter-size File Drawers				1	2		
Legal-size File Drawers	10	20	Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)			
				This Year's	Last Year's	Preceding Year's	All Prior Years'
			AVERAGE DAILY REFERENCES	3	2	1	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [X] [ ]
14. Is there a duplication of this series in another office or agency? [ ] [X]
15. Is the information contained in this series ever summarized or published? [ ] [X]  
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? [ ] [X]
17. Does the series initiate, amend or terminate agency policies and procedures? [ ] [X]
18. Could the function be performed if the files were lost or destroyed? [X] [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [ ] [X]
20. Does the record series provide data as input to an EDP file? [ ] [X]
21. Does the record series contain documentation produced as EDP printout? [ ] [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [ ] [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [ ] [X]

24. REQUIREMENTS. The following requires the files to be kept 5 years:

- a. [ ] STATE LAW b. [ ] STATUTE OF LIMITATION c. [ ] AUDIT PERIOD d. [ ] FEDERAL LAW e. [X] ADMINISTRATIVE DECISION f. [ ] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Experience has shown that a history of a warehouse may be necessary for litigation for this period of time.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ CALENDAR YEAR ☐ FISCAL YEAR ☒ OTHER See Below, then:

- [ ] Hold in the current files area        month(s)/        year(s):
- [ ] Transfer to [ ] State Records Center [ ] Local Holding Area; hold        year(s):
- [ ] Destroy.
- [ ] Transfer to State Archives for permanent retention.
- [ ] Destroy immediately after cut-off.
- [X] Other: (Specify)

Inspection Reports of warehouse Inventory Files remain active until warehouse goes out of business. When warehouse goes out of business and after warehouse final audit is resolved, withdraw folder from active files and place in the inactive files. Cut off inactive files at end of each calendar year. Hold inactive files in current files area five (5) years; then, destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

SEE ATTACHED MAINTENANCE INSTRUCTIONS

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Ellis D. Sikors</i>	1/27/75		
26. Recommendations in paragraph 25 are:	Agency Head/Designee		
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Ellis D. Sikors</i>	1/27/75
	State Auditor/Designee		
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Riffon</i>	2-20-75
	Secretary of State/Designee		
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hart</i>	2-19-75
	Attorney General/Designee		
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>M. B. McSheel</i>	2-21-75

STATE RECORDS COMMITTEE

MAINTENANCE INSTRUCTIONS for INSPECTION REPORTS OF WAREHOUSE INVENTORY FILES

Georgia Department of Agriculture  
Marketing Division - Warehouse Section  
19 Hunter Street, SW  
Atlanta, Georgia 30334

As the following documents are updated and filed within folders, remove and destroy old documents which have been held for the prescribed retention period:

Warehouse Examiner's Cotton Inventory Form. After all cotton has been accounted for by audit, hold an additional 5 years; then, destroy.

Warehouse Examiner's Reconciliation of Cotton Inventory Report. After reconciliation, hold 5 years; then, destroy.

Warehouse Examiner's Reconciliation of Grain Inventory Report. After reconciliation, hold 5 years; then, destroy.